

To:
Presidents of concerned universities
Deans of relevant colleges
Deans of relevant graduate schools
Heads of relevant organizations

Gyongsu MUN
Dean
College of International Relations
Ritsumeikan University

Permanent Faculty Position

The College of International Relations, Ritsumeikan University is now recruiting a permanent faculty member as follows.

We would be grateful if you could inform any concerned departments, institutions, or organizations about this open position. We sincerely appreciate your continued effort and cooperation.

The College of International Relations, Ritsumeikan University, in accordance with the Basic Act for Gender-Equal Society, strongly encourages women candidates to apply.

1. Area of Specialization: English Language Education, Applied Linguistics

2. Qualification Requirements:
Applicants must meet all of the following eligibility requirements:
 - (1) Ph.D. degree or equivalent qualification
 - (2) Japanese as first language or equivalent Japanese language ability
 - (3) Experiences teaching university classes in English
 - (4) Ability to undertake general administrative tasks of the university and to develop and manage University English educational curriculum*Research and/or teaching background related to International Studies is desirable.

3. Teaching responsibilities: 英語 (Content-based English)
英語・国際研究 (Introduction to International Studies in English)
Academic English (Global Studies Major)

4. Position available: Professor or Associate Professor

5. Openings: 1

6. Starting date: April 1, 2016

7. Application Deadline: Applications must arrive no later than Friday, August 21, 2015

8. Application Materials:

- (1) Curriculum Vitae (Form 1, Form 2, Form 3, Form 4): 4 copies each
Please staple forms together in order from 1-4 in the top left-hand corner
- (2) Research Achievements
(3 major publications: 4 copies each. At least one publication must be written in English. Photocopies are acceptable.)
- (3) Certificate of Degree (An original certificate and 3 copies)
(4 copies are also acceptable. Please bring the original to an interview.)
- (4) Faculty Appointment Candidate Contact Information: 4 copies each
(Form A: Handwritten form will not be acceptable.)

• Please send Form A (Excel format) to the email address below with **【English Language Teaching】** in the subject line. Please also send a printed copy of Form A with other application materials by postal mail.

Place of submission (Form A) : ir-apply@st.ritsumei.ac.jp

- Applications will only be accepted by postal mail excluding Form A.
- Please note that, as a general rule, we will not return any submitted documents.
- Application forms can be downloaded from the following website.
<http://www.ritsumei.ac.jp/eng/html/employment/>

9. Interview Notice for Short-listed Candidates:

Short-listed candidates who pass document screening will be contacted by Friday, October 9, 2015 for an interview via the email address provided in the Faculty Appointment Candidate Contact Information (Form A).

10. Interview & Syllabus Submission:

Short-listed candidates will be asked to submit a syllabus in English and conduct a trial lesson in English during the interview.

11. Submission Address:

Please label an envelope in red ink “Application for English Language Teaching Faculty Position enclosed” and submit it to the following address via registered mail.

Ms. Yuki Tsuboi
Administrative office
College of International Relations
Ritsumeikan University
56-1 Tojiin-kitamachi, Kita-ku, Kyoto, Japan 603-8577

12. Contact:

Yuki Tsuboi (Ms.)
Kaori Shintani (Ms.)
Administrative Office
College of International Relations, Ritsumeikan University
Phone: (+81)075-465-1211 Fax: (+81)075-465-1214
Email: ir-apply@st.ritsumei.ac.jp